

## Mott Foundation Grant Reporting Form Financial Report

**The narrative and financial reports must be submitted together.** They cannot be processed separately. If you have any questions regarding the completion and submission of this report, please feel free to contact your Mott Foundation program officer. This form is four (4) pages not including these instructions. Please scroll down to complete all sections of the form.

**Please review the “Reports” section of your grant agreement letter and follow the instructions below.**

### Instructions:

- Use this reporting form for project grants only. For general purposes grants, submit a copy of your organization's financial statements that include the reporting period.
- Your organization must report project expenditures against the approved budget submitted with your proposal and referred to under the “Reports” section of the grant agreement letter. If the approved budget included funding in addition to that of the Mott Foundation, be sure to report on the entire budget, not just the Mott Foundation funds.
- If the approved budget has been revised, you should report against the revised budget.
- If your approved budget covers multiple years, be sure to report on the cumulative expenditures since the beginning of this grant.
- Please pay particular attention to any line items for which expenditures were limited in the “Grant Accounting” section of your grant agreement letter.
- Foreign organizations may complete this form using your local currency if that is how the approved budget was presented. If you do, be sure to identify the currency on page 1 and complete the section on page 2 detailing the exchange rate on the date Mott funds were received.
- If this is your final grant report, be sure to complete and submit pages 3 and 4.
  - Use section 3 to explain the reason for any excess funding or overspending.
  - Use section 4 to explain all overrun variances that exceed both \$1,000 and 10% of the budgeted line item amount.
- When completed, *please upload completed narrative and financial reports* at:
  - <http://www.mott.org/dashboard/login> (your email address is your username)
- Note:
  - Click the "Highlight Existing Fields" button to see where to enter information.





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Financial Report**

**COMPLETE THIS SECTION ONLY FOR THE FINAL REPORT**

**3. Project Funding Summary**

Total funds available -- from [c] section 2:

Less total actual cumulative expenditures - from [a] section 1: \_\_\_\_\_

**Excess funding (overspending)** \_\_\_\_\_\*

*(For excess funding, see the "Undisbursed Funds" section of the  
Mott Foundation grant agreement letter for possible refund due.*

\* Explain the reason for any excess funding or overspending of expenditures for this project below.

